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FALL
COURSES



1993

Phone:
845-7266

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OFFICE HOURS

8:00 a.m. - 4:30 p.m.

MONDAY TO FRIDAY

CHECK OUT THESE NEW COURSES/PROGRAMS

- | | |
|---------------------------------|---------------------------------------|
| * Keyboarding | * Drawing & Painting for Young People |
| * ACCPAC Accounting | * French - Conversational |
| * Effective Presentation Skills | * Dutch - Beginners |
| * Homeopathic Medicine | * Wine Tasting |
| * Women & Anger | * Egg Decorating |

******* A WORD ABOUT WAITING - DON'T *******

EACH CLASS HAS A MINIMUM AND MAXIMUM LIMIT

REGISTER EARLY ----- DO IT TODAY

HOUSTON STAFF

Eileen Klassen	Director, Smithers/Houston/ Stewart/Hazelton
Ralph Troschke	Assistant Director, Houston/Stewart
Tanya Widmark	Administration Officer
June Phillips	Registration Clerk
Sandi Lavallie	Instructor, ABE
Jeannie Johnson	Instructor, ABE
Hilda Capak	Instructor, Office Careers
Margret Beeching	Instructor, Futures
Terri Stewart	Educational Advisor

GENERAL INFORMATION

ADMISSION AND REGISTRATION

Students may be required to meet specific program pre-requisites - see course descriptions.

Students are required to register (complete all forms and pay all fees) on or before pre-registration dates. Books/clothing sales, cash/cheque only.

ONLY PAID REGISTRATIONS WILL BE ACCEPTED

FEES

Tuition fees and other costs are listed by course.

Sponsored students who do not pay tuition fees to the College are required to pay a Student Activity fee calculated on the basis of \$2.05 per week.

A fee for Late Registration or Late Payment of \$10.00 will be charged.

All fees for Full-time Courses are payable by semester.

REFUNDS

1. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the course starts.

2. All refunds for reasons other than those identified in #1 are subject to a \$10.00 administration charge.

3. There will be no refunds for courses with tuition fees of \$10.00 or less except for those conditions in General Statement #1.

4. NO REFUNDS are made after the pre-registration date unless the space can be sold to another student in which case the withdrawing student will be refunded 100% of tuition less \$10.00 administration charge.

YES YOU CAN

- | | |
|--------------------|-------------------------------|
| * Learn New Skills | * Upgrade Your Present Skills |
| * Pass Your GED | * Experience New Things |
| * Meet New People | * Obtain That New Job |

REGISTER EARLY ----- DO IT TODAY

CAREER PLANNING

EDUCATIONAL ADVISOR - TERRI STEWART

Northwest Community College offers the services of an Educational Advisor for free to the community. The advisor can assist you in the following areas:

- selecting programs/courses appropriate to your career or educational goals,
- admission requirements, deadline procedures, financial aid,
- computer Choices programme,
- alternate options, i.e., correspondence.

Advisor hours are:

Mon. & Thurs.,	8:30 a.m. - 12:30 p.m.
Wed.,	12:30 p.m. - 4:30 p.m.
Thurs.,	4:30 p.m. - 6:30 p.m.

PLEASE MAKE AN APPOINTMENT IN ADVANCE

TRADES TRAINING SEMINAR

DATES: Tues. Oct. 5

TIME: 9:30 - 11:30 a.m.

PLACE: College Centre

FEE: FREE

SESSIONS: 1

Are you thinking about a career as a carpenter or mechanic? Northwest Community College is offering an informational seminar on the different industrial trades available. Information will include educational training required, apprenticeships, provincial and inter-provincial exams, projected number of future job openings, wage rates and more. Guest speakers will include:

- Representative of Carpenter's Union
- Journeyman Mechanics
- Representative of Advanced Education Training & Technology
- Representative of the Electrical Union
- Trades Co-ordinator for Northwest Community College.
- Pre-registration by Sept. 25 is essential.

FUTURES

This very successful and enjoyable program is returning for a second year to the Houston Campus. Its aim is to improve students' chances of making a successful transition to further education, job readiness training, or employment. Using a supportive group environment, the student is empowered through relationships of trust, the development of self-confidence, and by developing effective self-help strategies.

The participants must be social assistance recipients and are commonly those who feel they have few or no choices available to them, little direction in life, and have little decision-making power. Initially the program will have once per week get-togethers for those who wish to "try out" the program. Those joining will receive 18 weeks of classroom training followed by ongoing support for the following 6 months or so.

NO COST to social assistance recipients.

Trial Period for prospective students: Mon., Oct. 4, - Fri., Oct. 22, 1993

Classroom Training: Mon., Oct. 25, 1993 - Fri., Mar. 25, 1994

(Includes a four week break over Christmas, Dec. 13, 1993 - Jan. 7, 1994.)

For further information, call or visit the College and ask for Margret.

ECE BY "AUDIOTELECONFERENCING"

Audio teleconferencing links students in Hazelton, Houston, Kitimat, Prince Rupert, Smithers, and Terrace with their instructor. Everyone can hear and speak to each other in the "bridging" of microphones and loudspeaker units. Classes include lectures, audio-visual presentations and interactive seminars. Opportunities will be available weekly for individual discussions by telephone between student and instructor.

BASIC EARLY CHILDHOOD EDUCATION PROGRAM

ECE 102: Curriculum Development I
(3 credits)

DATES: Tues., Sept. 14 - Dec. 14

TIME: 7:00 - 9:00 p.m.

PLACE: College Centre

FEE: \$97.50 plus text

This course provides the student with an overview of child-centred learning environments with practical opportunities to explore developmentally appropriate curriculum ideas and activities. The student will examine the preschool year, planning regionally appropriate, creative activities that enrich and extend young children's play. The curriculum focus will be on planning art and language arts activities for young children.

Pre-requisites: Student meets ECE basic entrance requirements.

NOTE: There will be at least one Saturday workshop in Terrace scheduled sometime during the semester.

INSTRUCTOR: Rosemarie Goodwin

POST BASIC EARLY CHILDHOOD EDUCATION PROGRAM

ECE 250 - Part I:
Special Education Curriculum Planning
(3 credits)

DATES: Wed., Sept. 15 - Dec. 15

TIME: 7:00 - 9:00 p.m.

PLACE: College Centre

FEE: \$97.50 plus text

This course presents methodologies for organizing, executing and evaluating programmes for special needs children and adolescents. Information on preparing General Service Plans and Individualized Programme Plans and overview of techniques for implementing programmes will be outlined.

Pre-requisites: Student has completed the Basic ECE Program.

NOTE: There will be at least one Saturday workshop in Terrace scheduled sometime during the semester.

INSTRUCTOR: Nancy Hogue

PREREQUISITES FOR BOTH COURSES ARE NECESSARY FOR CREDITS

COMING UP IN THE WINTER SEMESTER

ECE 122: - CURRICULUM DEVELOPMENT II

This course is a continuation of ECE 102, with the curriculum focus on planning social studies, science, sensory, math, music and movement activities for young children.

IT IS IMPORTANT

TO PRE-REGISTER

ECE 250: - PART II - SPECIAL EDUCATION CURRICULUM PLANNING

This practical course prepares students for planning and presenting materials/activities appropriate for facilitating the development of special needs children. Activity planning for all areas of curriculum is outlined. Presentation involves hands-on experiences with materials/activities, as well as theory behind these.

ADULT BASIC EDUCATION

GENERAL INFORMATION

The Adult Basic Education program gives all adults in the College region a chance to upgrade their skills and knowledge of English, Mathematics, and the Sciences. Courses are offered to teach basic Reading and Mathematics through to the Grade 12 level. You may enter this program at any time during the year as space permits. A Math and English assessment is completed at the start to determine your initial placement. Instruction is individualized and self-paced. The time required to complete the course depends on your initial placement and your pace through the course material. You may attend on a full-time basis, taking as few or as many courses as is practical for your needs. The program is designed to enhance employment opportunities and to prepare you for further Vocational/Career/Technical programs or University level programs.

ADMISSION

Applicants must have been away from the public school system (high school) for at least one year. They must be capable of concentrated independent study. Admission to persons under 18 years is subject to additional criteria. Details are available at the College Centre.

ENTRY LEVEL TRADES TRAINING/TRAC (COMMON CORE)

Theoretical portions of the Common Core program are available at the Houston Centre either through correspondence or on site training.

G.E.D.

This is a course for adults who did not complete secondary school and wish to prepare to write a Ministry of Education Grade 12 Equivalency exam under the General Education Development Program. Adults will study for five tests: English Literature, English Grammar, Science, Social Studies, and Mathematics. These classes will help you to prepare for the tests.

Fall Semester - September to December

FEES: \$401.25 (FULL-TIME)

\$202.50 (PART-TIME)

FEES PAYABLE BY SEMESTER

DATES: Mon. - Fri., starts Tues. Sept. 7, 1993

TIME: 8:30 a.m. - 3:30 p.m.

PLACE: College Centre

INSTRUCTORS: Sandi Lavallie

Jeannie Johnson

G.E.D. EXAMS

The examinations are administered by the College for the Ministry of Education. Application forms are available at the College office. Basic requirements are that you must be at least 19 years of age, out of school (high school) for at least one full academic year, and satisfy residency standards. Testing will be held at the Houston College Centre on the following dates subject to finalization by Victoria.

1993: Oct. 8/9, Nov. 26/27

1994: Jan. 14/15, Mar. 11/12, Apr. 29/30, June 10/11

Applications must be in Victoria six weeks prior to exam date.

Examination fee is \$25.00 plus G.S.T., payable to the Minister of Finance and must accompany your application. Application forms are available at all Colleges.

REGISTER EARLY ----- DO IT TODAY

ADULT BASIC EDUCATION

GED PRE-TEST READINESS

DATES: Mon. & Thurs., Sept. 27 - Oct. 7

TIME: 6:30 - 9:30 p.m.

PLACE: College Centre

FEE: \$60.00 plus texts

Participants will write timed tests similar to the ones given during actual GED testing to determine if they are prepared for GED testing.

INSTRUCTOR: Mary Ann Isidoro

GED TEST PREPARATION

Participants will receive assistance with subject material as needed in preparation for the Ministry of Education GED tests.

PLACE: College Centre

FEE: \$80.00 plus texts per session

INSTRUCTOR: Mary Ann Isidoro

SESSION I: Mon. & Thurs., Oct. 14 - Nov. 1

SESSION II: Mon. & Thurs., Nov. 4 - 25

SESSION III: Mon. & Thurs., Nov. 29 - Dec. 16

PRE-REGISTRATION TWO WEEKS PRIOR TO COURSE DATE IS ESSENTIAL

PROJECT LITERACY HOUSTON

VOLUNTEER LITERACY PROGRAM

Are you interested in becoming a tutor?

Do you know someone who needs help with reading and writing skills?

Contact the Project Literacy Houston Co-ordinator Lynn Florey at 845-2727.

BASIC LITERACY TUTOR TRAINING

DATES: Fri. & Sat., Oct. 15 - 30

TIME: Fri. 7:00 - 10:00 p.m.

Sat. 9:00 a.m. - 4:00 p.m.

PLACE: College Centre

FEE: FREE

**** BE A TUTOR *** BE A FRIEND ****

Share your knowledge of reading and writing with another adult who wants to improve his/her skills; become a volunteer tutor. This workshop will provide you with knowledge about the reading and writing processes and strategies for tutoring adult literacy students.

COORDINATOR: Lynn Florey

ENGLISH AS A SECOND LANGUAGE TUTOR TRAINING (ESL)

DATES: Fri. & Sat., Nov. 19 & 20

TIME: Fri. 7:00 - 10:00 p.m.

Sat. 9:00 a.m. - 3:30 p.m.

PLACE: College Centre

FEE: FREE

SESSIONS: 2

This two day workshop will provide you with guidelines and strategies for tutoring adult ESL students. **PRE-REQUISITE: Basic Literacy Tutor Training.**

COORDINATOR: Lynn Florey

Pre-registration for the above courses to be made two weeks prior to course date.

IT IS IMPORTANT TO PRE-REGISTER

THE COURSE OF YOUR CHOICE MAY BE CANCELLED BECAUSE

OF LOW ENROLMENT, OR MAY ALREADY BE FILLED UP.

CAREER/TECHNICAL/VOCATIONAL/TRADES

OFFICE CAREERS

The Office Careers program provides students with the knowledge and skills necessary to function effectively in a modern office. These programs are designed to serve the needs of full-time students and part-time students actively engaged in (or planning to return to) the business communities.

Entry level certificate programs include:

CLERK-TYPIST, approx. 7 months

CLERK-BOOKKEEPER, approx 8 months

These programs are intended for students with no previous training and/or experience. These programs prepare students for entry level jobs in most clerical and bookkeeping occupations.

HOW TO APPLY

Application forms are available at the College Centre. Entrance to this program normally takes place in September and again in January of each year.. Applicants are required to write an English and Math Assessment before entry.

FEES - PAYABLE BY SEMESTER

\$401.25 per semester Full-time

\$202.50 per semester Part-time

TIME: - 8:45 a.m. - 3:15 p.m.

ADMISSION REQUIREMENTS

ENTRY LEVEL PROGRAMS - Grade 10 or G.E.D. or English 030 and Math 030 or 031. Students lacking the formal pre-requisites who have business experience may be admitted to the program if they can demonstrate mastery of equivalent knowledge and skills. Please contact the College for further information.

Program course descriptions available upon request at the College office.

INSTRUCTOR: Hilda Capak

Teacher's Certificate (Teacher's College, Montreal)

Provincial Instructors' Diploma

COMPUTER COURSES

BASIC MICROCOMPUTING

DATES: Mon. - Fri., Sept. 13 - Oct. 1

TIME: 8:30 a.m. - 3:30 p.m.

PLACE: College Centre

FEE: \$558.00 plus texts

This three week program is designed for those individuals who have basic office and typing skills and now wish to upgrade those skills with computer training in order to obtain employment. Participants will receive instruction and hands-on training in wordprocessing, spreadsheets and data basis. Topics to be covered include Introduction to DOS, Wordperfect 5.1, Louts 1-2-3, Word for Windows, and DBase III Plus. Upon successful completion participants will receive a Basic Microcomputing Certificate as proof of sufficient background for work with computers and computer software at an introductory level. **Pre-registration by Sept. 3 is essential.**

INSTRUCTOR: Indra Manhas

If you need assistance with tuition for the above course, you may qualify for sponsorship through Canada Employment. For further information in this regard please contact Brenda Allen at 845-2602.

REGISTER EARLY ---- DO IT TODAY

CAREER/TECHNICAL/VOCATIONAL/TRADES

COMPUTER COURSES

INTRODUCTION TO DOS

DATES: Mon. Wed. & Fri., Oct. 13 - 22
TIME: 9:00 a.m. - 12:00 noon
PLACE: College Centre
FEE: \$105.00 plus text
SESSIONS: 5

Participants will learn terminology, how to use the keyboard, basic DOS commands and how to manage disks and files. This course also provides further training in the Disk Operating System such as the creation and use of subdirectories, menu creation and batch files. Recommended for anyone wishing to take further computer courses. **Pre-registration by Oct. is essential.**

INSTRUCTOR: Charlotte Gorley

INTRODUCTION TO DOS (1 Credit)

DATES: Tues. & Thurs., Oct.12-Nov.16
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre
FEE: \$180.00 plus text
SESSIONS: 10

Participants will learn how to create, copy and delete files and to create and use directories effectively. DOS commands will be used to manage files on floppies and hard drives. **Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Charlotte Gorley

WORDPERFECT 5.1

DATES: Mon. Wed. Fri., Oct. 25-Nov.10
TIME: 9:00 a.m. - 12:00 noon
PLACE: College Centre
FEE: \$165.00 plus text
SESSIONS: 8

Learn the basics of wordprocessing using one of the most popular programs available. Step-by-step instructions to create, save, edit and print documents as well as copying, manipulating text, using enhancement features and formatting. Some advanced options such as tables, columns and merging will be covered time permitting. **Pre-registration by Oct. 11 is essential.**

INSTRUCTOR: Charlotte Gorley

LOTUS 1-2-3

DATES: Mon. Wed. Fri., Nov. 12 - 24
TIME: 9:00 a.m. - 12:00 noon
PLACE: College Centre
FEE: \$125.00 plus text
SESSIONS: 6

The object of this course will be to teach the trainee to understand spreadsheet concepts and uses and to operate LOTUS 1-2-3 at the introductory level. Students will produce pie, line and bar graphs. Useful for anyone working in budgeting or planning. A working knowledge of DOS is recommended. **Pre-registration by Oct. 29 is essential.**

INSTRUCTOR: Charlotte Gorley

WORDPERFECT 5.1 (1 Credit)

DATES: Mon. & Wed., Nov. 15 - Dec. 15
TIME: 7:00 - 10:00 p.m.
PLACE: College Centre
FEE: \$180.00 plus text
SESSIONS: 10

Participants will learn how to produce, design, revise and print documents. Special features such as merging, column layout, creating tables and outlines plus spellchecker will also be practised. **Pre-registration by Nov. 1 is essential.**

INSTRUCTOR: Charlotte Gorley

WINDOWS COMPUTER BASICS

DATES: Mon. Wed. & Fri., Nov.26-Dec.8
TIME: 9:00 a.m. - 12:00 noon
PLACE: College Centre
FEE: \$125.00 plus text
SESSIONS: 6

This course introduces Windows software, mouse usage, various parts of a typical Windows screen and the use of MS-DOS commands from within the Windows environment. It will be of interest to the computer user who expects to be using Windows programs such as "Word for Windows". **Pre-registration by Nov. 12 is essential.**

INSTRUCTOR: Charlotte Gorley

CAREER/TECHNICAL/VOCATIONAL/TRADES

WORD FOR WINDOWS - Non Credit

DATES: Sat., Nov. 13 - 27
TIME: 9:00 a.m. - 3:00 p.m.
PLACE: College Centre
FEE: \$105.00 plus text
SESSIONS: 3

Students will learn file organization, creating documents, using WYSIWYG (what you see is what you get) and the windows interface as well as menu functions, combining text graphics, images and data in a single document and automating job routines. Competent typing skills are an asset. This would be an ideal course for a participant who is proficient in other Word Processor software and wishes to convert to Microsoft Word. A non-credit NWCC certificate will be issued upon successful completion. **Pre-registration by Nov. 12 is essential.**

INSTRUCTOR: Claire Morel

ADVANCED DOS

DATES: Mon. Wed. & Fri., Dec. 10 - 17
TIME: 9:00 a.m. - 12:00 noon
PLACE: College Centre
FEE: \$90.00 plus text
SESSIONS: 4

This course provides further training in the Disk Operating System such as the creation and use of sub-directories, menu creation, and batch files. Some features of DOS 5.0 will also be covered. **Pre-registration by Nov. 26 is essential.**

INSTRUCTOR: Charlotte Gorley

KEYBOARDING

DATES: Tues. & Thurs. Sept.16-Oct.7
TIME: 7:00 - 9:00 p.m.
PLACE: College Centre
FEE: \$105.00 plus text
SESSIONS: 7

This course is designed for people whose busy schedules have made it difficult for them to bring or keep their keyboarding "up to speed" with the computer age. Use this uniquely scheduled course as a refresher or to develop keyboarding skills for the first time. **Pre-registration by Sept. 3 is essential.**

INSTRUCTOR: Laurel Hutton

ADVANCED DOS

IF ENOUGH INTEREST IS REGISTERED AT THE COLLEGE A CLASS WILL BE SCHEDULED
This course covers file editing, batch file techniques, ANSI.SYS, AUTOEXEC BAT, configuring your system, deciphering computerspeak - PC taxonomy, plus extended and expanded memory. It is strongly recommended that participants have a basic knowledge of DOS.

CLASSES FILL EARLY - REGISTER NOW

EACH CLASS HAS A MINIMUM AND A MAXIMUM LIMIT REGISTER EARLY ---- DO IT TODAY

CAREER/TECHNICAL/VOCATIONAL/TRADES

FBDB - SMALL BUSINESS BOOKKEEPING

DATES: Tues. & Thurs., Sept. 21-Oct. 21
TIME: 6:30 - 9:30 p.m.
PLACE: College Centre
FEE: \$120.00 plus text
SESSIONS: 10

At the end of this course you will know how to set up and maintain a set of financial records for a small business by performing all the bookkeeping functions from recording initial transactions to preparing financial statements. **Pre-registration by Sept. 10 is essential.**

INSTRUCTOR: Susan Leuenberger
Pleasant Valley
Accounting

EFFECTIVE PRESENTATION SKILLS

DATES: Fri., Oct. 1/93
TIME: 9:00 a.m. - 4:00 p.m.
FEE: \$95.00
SESSIONS: 1

Topics covered in this workshop include: what makes messages powerful, what you need from your audience, what your audience needs from you, audience attitudes, developing a presentation that fits, and straight forward presentation techniques. Participants will also have the opportunity of developing their own short presentation. Effective Presentation Skills is best suited to those who are new to effective speaking or those wishing to brush up their existing skills. **Pre-registration by Sept. 20 is essential.**

INSTRUCTOR: Doug Smith
Smith Communications

AIRBRAKES 1

DATES: Mon. - Sat., Sept. 27-Oct. 2
TIME: Mon. - Fri., 6:30 - 10:30 p.m.
Sat., 9:00 a.m. - 5:00 p.m.
PLACE: College Centre
FEE: \$150.00
SESSIONS: 6

AIRBRAKES 2

DATES: Mon. - Sat., Nov. 22 - 27
TIME: Mon. - Fri., 6:30 - 10:30 p.m.
Sat., 9:00 a.m. - 5:00 p.m.
PLACE: College Centre
FEE: \$150.00
SESSIONS: 6

Drivers are prepared for a written and practical test on the operation and maintenance of airbrake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by the Instructor. The Motor Vehicle Branch written test must be taken within 30 days of course completion. Although there is no age restriction to obtain an Air Brakes endorsement, individuals must be at least 16 years of age to obtain a Class 5 drivers licence, 18 to obtain a Class 3 licence and 19 to obtain a Class 1 or 4 licence. **Pre-registration two weeks before course start date is essential.**

INSTRUCTOR: Judy Daye
Bulkley Valley Driving School

PAID REGISTRATIONS ARE ACCEPTED ON A FIRST COME BASIS

CAREER/TECHNICAL/VOCATIONAL/TRADES

DRIVER TRAINING - Class I, Beginners & Intermediate

DATES: Mon. - Fri., Sept. 1-Dec. 31
TIME: By appointment
PLACE: Houston
FEE: \$127.50 per lesson
SESSIONS: 1 - 10

This course includes ten practical driving lessons, theory included. Each lesson is two hours long. Evaluation of driving skills will take place as lessons progress. You will be advised by the Instructor if you require additional lessons. **STUDENTS MUST REGISTER AT THE COLLEGE.**

PREREQUISITES:

Valid B.C. Drivers License
Class I Learners License
Airbrakes Certification
Minimum Age - 19

DRIVER TRAINING - Class 3, Beginners and Intermediate

DATES: Mon. - Fri., Sept. 1-Dec. 31
TIME: By appointment
PLACE: Houston
FEE: \$127.50 per lesson
SESSIONS 1 - 10

This course includes twelve hours of practical driving lessons, theory included. Each lesson is two hours long. Evaluation of driving skills will take place as lessons progress, you will be advised by the Instructor if you require additional lessons. **STUDENTS MUST REGISTER AT THE COLLEGE.**

Prerequisites:

Valid B.C. Drivers License
Class 3 Learners License
Airbrakes Certification
Minimum Age - 18

INSTRUCTOR: Judy Daye
Bulkley Valley Driving
School

WORKPLACE HAZARDOUS MATERIALS (WHMIS)

DATES: Tues., Nov. 30
TIME: 9:00 a.m. - 12:00 noon
PLACE: College Centre
FEE: \$25.00

Learn how to recognize warning symbols and health risks associated with HAZARDOUS products in the workplace. Learn how to interpret the information provided by M.S.D.S. (Material Safety Data Sheets) for safe handling and the appropriate protection required to handle such products. WCB Certificate awarded upon successful completion. **Pre-registration by Nov. 15 is essential.**

INSTRUCTOR: John Lombardi

DRIVER TRAINING - Class 4

DATES: Mon. - Fri., Sept. 1-Dec. 31
TIME: 8:00 a.m. - 5:00 p.m.
PLACE: Houston
FEE: \$30.00 per lesson
SESSIONS: 1 - 10

Lessons will cover the same outline as Class 5. A Class 4 driver's license enables you to drive the following:

- Restricted: All vehicles in Class 5 plus taxi, ambulance and handicapped van.
 - Unrestricted: All vehicles in Class 5 plus taxi, ambulance, handicapped van and bus up to 24 passengers. Minimum age 19.
- STUDENTS MUST REGISTER AT THE COLLEGE.**

DRIVER TRAINING - Class 5

DATES: Mon. - Fri., Sept. 1-Dec. 31
TIME: 8:00 a.m. - 5:00 p.m.
PLACE: Houston
FEE: \$30.00 per lesson
SESSIONS: 1 - 10

The road to safe driving starts at a Driving School. Lessons will cover: car controls, acceleration and braking, turning maneuvers (basic and advanced), defensive driving, intersection problems, backing up, lane changing and passing, parallel parking, and a whole lot more! Learn to protect yourself against the "other" driver. Learn to "drive defensively". Students may register for one lesson or the full course, depending on individual needs. Students who take the full course may use the training car for the road test with the examiner. **STUDENTS MUST REGISTER AT THE COLLEGE.**

INSTRUCTOR: Judy Daye
Bulkley Valley Driving
School

CAREER/TECHNICAL/VOCATIONAL/TRADES

FIRST AID

FIRST AID - INDUSTRIAL

DATES: Mon. Wed. Sat., Oct.12-Nov.13
TIME: Mon. Wed., 6:30 - 10:30 p.m.
Sat., 8:00 a.m. - 5:00 p.m.
PLACE: Northwest First Aid Training Centre
FEE: \$495.00
SESSIONS: 15

Participants will learn theory and practical skills of Basic Life Support. It will include one and two-man CPR, obstructed airway management, rescue breathing, haemorrhage control and oxygen therapy. Application of "hard" cervical collars and new procedures in patient care is now included. Upon successful completion, students will be awarded a WCB Industrial First Aid Certificate. Students must be 19 to write the WCB exam, and must supply their own pocket resuscitation mask. Masks may be purchased from the College when registering. **Pre-registration by Sept. 27 is essential.**

INSTRUCTOR: Roger Cloutier

INFANT/CHILD CPR

DATES: Sat., Oct. 23
TIME: 8:00 a.m. - 4:00 p.m.
PLACE: Northwest First Aid Training Centre
FEE: \$40.00

CPR is a life support technique used when a person is not breathing and when the heart has stopped beating.

EMILY CARR

COLLEGE OF ART AND DESIGN OUTREACH PROGRAM

DRAWING & PAINTING FOR YOUNG PEOPLE (4-7 YEARS)

DATES: Sat. Nov. 6
TIME: 9:00 - 11:00 a.m.
PLACE: College Centre
FEE: \$10.00 plus GST & Supplies

The instructor will use a variety of games and stories to explore feelings as a vehicle for image-making. Time will be spent on discovering shapes and how to see and make shapes into objects. **Pre-registration by Oct. 22 is essential.**

INSTRUCTOR: Valerie Pugh

BRING A SNACK, PARENT PARTICIPATION WELCOME, WEAR OLD CLOTHES

Learning Infant/Child CPR provides you with the information you need to act quickly should your child ever be in this emergency situation. This is a non-certificate course. **Pre-registration by Oct. 8 is essential.**
INSTRUCTOR: Roger Cloutier

FIRST AID - SURVIVAL

DATES: Sat., Nov. 6
TIME: 8:00 a.m. - 5:00 p.m.
PLACE: Northwest First Aid Training Centre
FEE: \$60.00

Designed by the Workers' Compensation Board to give the injured a better chance for survival pending the arrival of more qualified help. This course is a pre-requisite for employees in many industries. Basic techniques for coping with emergencies involving breathing, bleeding, unconsciousness and crushed chests are taught. It is also a useful course for the outdoor recreationalist. Successful students will receive a WCB Survival First Aid Certificate. Certificates are in good standing for two years. **Pre-registration by Oct. 22 is essential.**
INSTRUCTOR: Roger Cloutier

Northwest First Aid Training Agency

CLASSES FILL EARLY

REGISTER NOW

DRAWING & PAINTING FOR YOUNG PEOPLE (8 - 12 YEARS)

DATES: Sat. Nov. 6
TIME: 12:00 noon - 4:00 p.m.
PLACE: College Centre
FEE: \$20.00 plus GST & Supplies

The exercises in this workshop are designed to increase the ability of participants to use a personal, expressive visual language and to learn ways of translating the three-dimensional world into lines and shapes on paper. **Pre-registration by Oct. 22 is essential.**

INSTRUCTOR: Valerie Pugh

EMILY CARR

COLLEGE OF ART AND DESIGN OUTREACH PROGRAM

PAINTING - MEDIUM OF CHOICES
(Acrylics or oils or watercolours)

DATES: Sat. & Sun., Mar. 5 & 6

TIME: 9:00 a.m. - 5:00 p.m.
PLACE: College Centre
FEE: \$60.00 plus GST & Supplies

Participants will concentrate on concerns about their work by focusing on their background and clarifying artistic goals. The instructor will provide individual critiques and evaluations applicable to all media and subject matter. He will also present slides of his own work and a contemporary and historical selection. **Pre-registration by Feb. 18 is essential.**

INSTRUCTOR: Richard Reid

PEOPLES' LAW SCHOOL

CO-ORDINATOR - CLAIR DAVIDSON

CHILD APPREHENSION

DATES: Tues., Sept. 28
TIME: 9:30 - 11:30 a.m.
PLACE: College Centre
FEE: FREE

Under B.C. Law, it's the responsibility of parents and guardians to look after their children properly, ensuring they don't suffer from abuse or neglect. In this session, the instructor will explain this law including what happens when a child is apprehended, the court's process, getting your child back and discusses community agencies who can provide assistance and support. **Pre-registration by Sept. 17 is essential.**

CHILD ABUSE

DATES: Tues., Oct. 26
TIME: 9:30 - 11:30 a.m.
PLACE: College Centre
FEE: FREE

The protection of children is considered by law as one of society's greatest obligations. The instructor will discuss some of the legal issues relating to sexual abuse, physical abuse and neglect of children. The role of the social worker and the police, the investigation, the trial process and the community services available, will also be discussed. **Pre-registration by Oct. 15 is essential.**

FAMILY VIOLENCE

DATES: Wed., Nov. 17
TIME: 9:30 - 11:30 a.m.
PLACE: College Centre
FEE: FREE

Family violence is a serious problem in our society. The instructor will discuss the "cause" and "cycle" of domestic violence and the history of the law and which laws apply today. Included in the discussion is information on what to do if you and/or your children are assaulted, the role of the police, victim services programs and other agencies that can assist the victim and the offender. **Pre-registration by Nov. 5 is essential.**

WOMEN & VIOLENCE

DATES: Tues., Dec. 7
TIME: 9:30 - 11:30 a.m.
PLACE: College Centre
FEE: FREE

The instructor of this free law class will discuss the history of the law and the laws that apply today regarding violence against women. Included in the discussion is information on what to do if you are assaulted, the role of the police, victim services programs and other support services available to women. In addition, some of the differences for Native women who live on reserve will be covered. **Pre-registration by Nov. 26 is essential.**

EACH CLASS HAS A MINIMUM AND MAXIMUM LIMIT REGISTER EARLY ----- DO IT TODAY

1994

LEARNING OPPORTUNITIES

SPANISH - Conversational

DATES: Mon. & Wed., Sept. 27-Dec. 6
TIME: 7:00 - 8:30 p.m.

PLACE: College Centre

FEE: \$110.00 plus GST

SESSIONS: 20

BIENVENIDO A LA ALEGRIA Y ENCANTO DEL IDIOMA ESPANOL!

Do you wish to acquire enough knowledge of Spanish to meet your needs as a tourist or business traveller? We have the course for you. This course is for those wishing to enrich their learning in another language. Lessons will cover an introduction to the Spanish language plus much more. The last session will be a pot luck lunch prepared by the students following recipes written in Spanish. **Pre-registration by Sept. 10 is essential.**

INSTRUCTOR: Violeta Schwartz

FRENCH - Conversational

DATES: Tues. & Thurs., Sept. 28-Dec. 7

TIME: 7:30 - 9:00 p.m.

PLACE: College Centre

FEE: \$110.00 plus GST and text

SESSIONS: 20

A French course for beginners, or those wishing to improve their skills. Francais Contemporain 1 is designed to enable students to express themselves in French and be understood by native speakers. This course places the student in authentic and interesting real-life situations, using everyday French. Practical, true-to-life situations covered by the course include:

- . taking a plane trip
- . ordering a meal
- . making a business call
- . travelling Eastern Canada and Europe
- . working at the office
- . communicating with family & friends
- . meeting new people, and so on.

The last session will be a pot-luck meal prepared by the students. **Pre-registration by Sept. 17 is essential.**

INSTRUCTOR: Dianne Batley

"THE BEST MINDS

ARE STILL LEARNING"

DUTCH - BEGINNERS

DATES: Wed. & Sat., Sept. 15-Nov. 24

TIME: Wed., 7:00 - 8:30 p.m.

Sat., 9:00 - 10:30 a.m.

PLACE: College Centre

FEE: \$110.00 plus GST

SESSIONS: 20

Do you want to learn how to speak the language of your ancestors or use the Dutch language for your general interest, travel, or business reasons, then this is the course for you. This Dutch course is designed for students who have little or no previous knowledge of the language with the emphasis on the use of everyday Dutch. This course will satisfy the student's practical needs. Minimum age 10. **Pre-registration by Sept. 7 essential.**

INSTRUCTOR: Marianne Dekker

WINE TASTING

DATES: Sat. Nov. 6

TIME: 9:00 a.m. - 4:00 p.m.

PLACE: College Centre

FEE: \$39.00 plus GST

This course will examine the major varietal (made from one kind of grape) wines. Through a minimum of 20 tastings, the emphasis will be on varietal character: its aromas, flavours, and contributions to various wines. Affordable wines that deliver value for money will be stressed. Participants are to bring four wine glasses, one water glass, a loaf of french bread, and an empty 750 ml yogurt container each. You must be 19 years of age to participate in this workshop. **Pre-registration by Oct. 22 is essential.**

INSTRUCTOR: Angela Troschke

C.O.R.E.

DATES: Oct. 12, 14, 18, 19, 21, 22

TIME: 7:00 - 9:15 p.m.

PLACE: College Centre

FEE: \$90.00 plus GST

SESSIONS: 6

This course deals with the six sections of hunter training. Ethics, gun safety, animal and bird identification, survival and first aid will all be covered. Minimum age 10 years. **Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Sonny Perkinson

LEARNING OPPORTUNITIES

ACUPUNCTURE

DATES: Mon., Oct. 4

TIME: 7:00 - 9:00 p.m.

PLACE: College Centre

FEE: \$18.00 plus GST

An introduction to the ancient oriental healing method with an explanation from both the traditional and modern viewpoints. A number of first aid points that can be treated by acupressure will be demonstrated in a hands-on session. Bring a foamy and wear loose fitting clothing. **Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Dr. Gary Murdock

HOMEOPATHIC MEDICINE

DATES: Tues., Oct. 5

TIME: 7:00 - 10:00 p.m.

PLACE: College Centre

FEE: \$12.00 plus GST

Learn the basic theory of how homeopathic medicine works and how it is practised. **Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Dr. B. Gawiuk

EGG DECORATING

DATES: Tues. & Thurs., Oct. 26-28

TIME: 6:30 - 9:30 p.m.

PLACE: College Centre

FEE: \$30.00 plus GST & supplies

SESSIONS: 2

Participants will learn the art of traditional Ukrainian Egg decorating. These decorated eggs are great as gifts for all occasions, i.e., weddings, birthdays, graduation, get well, and also make lovely Christmas tree ornaments. Supply list available at the College when registering. **Pre-registration by Oct. 15 is essential.**

INSTRUCTOR: Annette Bose

INTERIOR DECORATING SEMINAR

DATES: Tues., Nov. 9

TIME: 7:00 - 9:30 p.m.

PLACE: College Centre

FEE: \$3.00 plus GST

Want some innovative tips on how to decorate your home or business? Come out for a social evening and learn the function and mood of a room and how to harmonize it. Bring along a video tape or pictures of your home and get ideas on colour, scale of the room and how to accessorize. Refreshments and snacks will be provided. **Pre-registration by Oct. 29 is essential.**

INTERIOR DESIGNER: Terri Stewart

Terri's Dream Designs

HOMEOPATHIC FIRST AID

DATES: Thurs., Oct. 7

TIME: 7:00 - 10:00 p.m.

PLACE: College Centre

FEE: \$12.00 plus GST

A review of some frequently used remedies and common problems. **Pre-registration by Sept. 24 is essential.**

INSTRUCTOR: Dr. B. Gawiuk

HOMEOPATHY FOR ANIMALS

DATES: Wed., Oct. 13

TIME: 7:00 - 10:00 p.m.

PLACE: College Centre

FEE: \$12.00 plus GST

This session will cover the homeopathic treatment of some common problems encountered with your animals. **Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Dr. B. Gawiuk

TYING FLIES FOR TROUT

DATES: Tues. & Thurs., Oct. 19-28

TIME: 6:30 - 9:00 p.m.

PLACE: College Centre

FEE: \$35.00 plus GST & supplies

SESSIONS: 4

This course will cover the following topics, Lake Entomology, different methods of presentation, Darnar and Gompus Dragon Flies, Chironimids, Leeches, Shrimp, Sedges and Minnows, fish habitat and lots of practice tying patterns. *Material can be purchased upon request when registering, or students can supply their own.* **Pre-registration by Oct. 8 is essential.**

INSTRUCTOR: Tom Blake

LEARNING OPPORTUNITIES

WOMEN'S ISSUES

Simon Fraser University, Department of Womens' Studies and Northwest Community College will be co-hosting the following courses.

WOMEN, COMMUNITY & HEALTH

DATES: Tues., Oct. 12

TIME: 1:00 - 3:30 p.m.

PLACE: College Centre

FEE: FREE

Health is an issue of central concern for women. In Canada and in many aboriginal communities, women have been assigned the responsibility for the health of others in their families and communities. In addition, women form the majority of workers in both the paid and unpaid "health" services. Furthermore, women's own physical and mental health are important social and environmental concern. Beginning with our own experiences, in this workshop we will examine these issues, the implications that they have for women and consider how women can organize for safer and healthier communities. **Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Margaret Malone

WOMEN AND ANGER

DATES: Tues., Oct. 12

TIME: 7:00 - 9:30 p.m.

PLACE: College Centre

FEE: FREE

Women are taught "to be nice", "to be caring", "to be responsible". Women are not supposed to be angry. Beginning with our own experiences, in this workshop we will explore some of the many complex issues that are part of the social understanding of women and anger. We will examine historical perspectives and challenge many common myths, assumptions and stereotypes in relation to women and anger while considering factors such as gender, class, ethnicity, and age. We will conclude by generating creative ways to use anger for healthy social change. **Pre-registration by Oct. 1 is essential.**

INSTRUCTOR: Margaret Malone

BASIC INSTRUCTION TECHNIQUES

DATES: Sat., Sept. 11

TIME: 9:30 a.m. - 4:00 p.m.

PLACE: College Centre

FEE: \$40.00 plus GST & text

This workshop is designed for those individuals who may find themselves instructing and/or training adults whether it be on-the-job or for pleasure. Course contents include characteristics of the adult learner, learning styles, writing performance objectives, preparing for and delivering a lesson as well as evaluating learning outcomes. **Pre-registration by Sept. 1 is essential.**

INSTRUCTOR: Bev Davidson

LEARNING RESOURCE CENTRE

YOU DON'T HAVE TO BE A STUDENT TO USE THE NWCC LIBRARY!

WE HAVE:

- **** Books
- **** Periodicals
- **** Interlibrary Loans
- **** Videos
- **** Archives
- **** and much more

Drop by the College office at 3411 10th St, or call 845-7266.

Office hours are 8:30 to 5:00, Monday to Friday.

Call 845-3484, ask for Aida or Marianne to make an appointment, to arrange a home visit, or to sign up for workshops or support groups.

Date - Jan. 11 - Feb. 8, 1994. Tuesday nights.

This is also a basic communication workshop for parents and caregivers to help siblings live with each other so parents can live too!

Siblings Without Rivalry:

Date - Jan. 12 - Mar. 2, 1994. Wednesday nights.

S.T.E.P. is a nine session parenting program that gives parents and caregivers a practical and effective method for raising responsible, confident children.

S.T.E.P. Systematic Training For Effective Parenting:

Date - Oct. 21 - Dec. 2, 1993. Thursday nights.

*To effect positive change in their behaviour towards children.
*To increase self image and coping skills.
*To increase mutual support among parents.

This is a support group for moms and dads with children under the age of 5 years old. The agenda for these sessions will depend on the needs of the individuals in the group. The program's goals are:
*To help parents increase their knowledge and understanding of their children.
*To increase mutual support among parents.

Nobody's Perfect:

Date - Oct. 26 - Dec. 7, 1993. Tuesday nights.

This workshop is designed for parents with children 0-5 years of age. The objective of this workshop is to help parents gain parenting skills, build self-esteem within children, improve communication skills and to build healthy family relationships. The workshop may help parents to better understand their children's needs and abilities and to apply this understanding to effective parenting.

Early Childhood S.T.E.P.:

Date - Sept. 9 - Oct. 14, 1993. Thursday nights.

This is a training course for 12 year olds and up. This course teaches young people their rights and responsibilities in their role as a babysitter. This course also provides information on first aid, safety and nutrition etc..

Babysitter's Training: